

Appendix F Specialized Program and Charter School Provisions

1. **Medford Online Academy:** As the Association and the District recognize that Medford Online Academy exists to support students in a remote learning environment and that the role of the teacher looks different in this setting, there exists the need to clarify work expectations for licensed staff at that site. The expectations listed below are not comprehensive in nature (other building requirements/procedures not listed in this agreement exist), and all portions of the CBA not modified by the below provisions will remain in effect.

a. **Class Loads (12.C.2)**

For secondary teachers (middle/high), class load should be limited to 220 students. If a secondary teacher's load exceeds 220 students, the member and the administrator will meet through a problem-solving process to create a concrete plan to relieve the workload (i.e. additional preparation time, flex time, aide time, etc.). This shall be prorated for part-time employees. Notice of resolution will be sent to the Association building representative and every attempt to resolve the matter should be done within two (2) weeks of the student load exceeding the recommended amount. Teachers can volunteer in writing for students above that for the sake of their program. The class load recommendations noted above do not apply to teachers who are facilitating credit retrieval, as those teachers have students enter and exit frequently for specific credit needs.

For elementary teachers, class load should be limited to twenty-five (25) students grades K-2, thirty-five (35) students grades 3-5. If an elementary teacher's load exceeds the recommended numbers, the member and the administrator will meet through a problem-solving process to create a concrete plan to relieve the workload (i.e. additional preparation time, flex time, aide time, etc.) Notice of resolution will be sent to the Association building representative and every attempt to resolve the matter should be done within two (2) weeks of the student load exceeding the recommended amount. Teachers can volunteer in writing for students above that for the sake of their program.

b. **Number of Secondary Preps**

The parties recognize that the educational format of an online school is markedly different from a traditional brick and mortar school. Secondary bargaining unit members at Medford Online with more than three (3) different class preps will receive and additional prep period or a reduction in their student load to one hundred and eighty-eight (188). Asynchronous course management does not count as an additional preparation.

c. **Special Education Support Hours**

The parties recognize that the educational needs for Special Education students who attend virtually is different from those who attend in person. One (1) dedicated seven (7) hour Special Educational Assistant I will be provided to serve MOA. The seven (7) hour assistant will work both with the teacher in the Special Education classroom and do push-in services. The assistant will support all Special Education students at Medford Online Academy.

d. **Expectations for Medford Online Academy Certified Staff:**

Certified staff will:

- i. Conduct live Synchronous Teaching;
- ii. Asynchronously support objectives including composing/sending emails, planning course objectives, preparing learning plans, and using data to determine student needs;
- iii. Record curriculum specific content that is teacher directed all lessons and it is understood those are that lessons are reviewable by administration. This will not include content that is retaught, although recording and posting that content is an option consistent with the educator's professional judgement;
- iv.(Elementary/Middle School) Support Learning Coaches/Parents with student curriculum and instructional issues in a virtual classroom environment;
- v. Office staff or tech support will support students/learning coaches with the set-up and maintenance

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- of their learning environment including basic computer troubleshooting;
- vi. Make a minimum ten (10) contacts per week by phone or a 1:1 zoom;
- Any contact not made through Synergy email will be logged in Synergy;

~~h.~~ Possible travel is required

- i. Student Services Positions (including Guidance Counselor, TOSA, Social Emotional Advocates, Student Success Advocate, Dean, etc.)
- ~~h-ii.~~ These positions will be informed they are on site at hire
- ~~h-iii.~~ Other new positions will be added upon mutual agreement

h.f. **Work Requirements (Includes working from home) Work Environment: Licensed staff will:**

- i. **Beginning the 24/25 school year, all employees will P the State of Oregon. The District will notify all current employees within two (2) weeks of the ratification of the Contract, postings for future hires will state the employee must perform all work within the State of Oregon.**
- ii. Maintain a work schedule
 - Hold all scheduled live sessions and give prior notice of absence, and enter missed time in UKG (includes help session & targeted small group supports)
 - On Camera - follow school schedule for live lessons
 - Off Camera - follow schedule for office hours,
- iii. Be available during the work day/workday by phone
 - ~~Either through Google Voice or work phone connected to a phone at home to be accessible during the day.~~
- iv. Utilize a private work space/workspace without distraction and noise, with school appropriate décor

k.g. **Technology and Access**

- i. Licensed staff will ensure access to all district services/programs
 - Be able to troubleshoot minor computer issues: hardware, connection, Zoom, Canvas.

h. **A licensed staff member may be required to work on site when:**

- i. For in-service week, including pre-in-service, additional SPED days per Article 9, and graduation. These will be scheduled in the annual calendaring process.
- ii. A maximum number of four (4) events per year which for secondary includes graduation. There must be at least thirty (30) calendar days notice provided by the District.
- iii. For assessment and testing that requires it (i.e., ELD, SPED, state mandated, etc). The employee will schedule these themselves to comply with the legal requirements.
- ~~i.~~ ~~All staff required for onsite prescheduled meetings or training. Advanced notice of at least one (1) week required.~~
- ~~h-v.~~ ~~Disruptive classroom/Zoom environment~~
- ~~h-vi.~~ ~~Unstable Systems including:~~
 - Network connection
 - Equipment
- ~~v-vii.~~ ~~Failure to notify admin of system outage~~
- ~~h-viii.~~ ~~Inappropriate and/or unprofessional communication to families/staff.~~
- ~~viii-x.~~ ~~Poor communication with staff (office, admin, or parents)~~
- ~~viii-x.~~ ~~Failure to read and follow communication/directions provided in emails.~~
- ~~ix.~~ ~~Not Maintaining a proficient level of work as measured by Evaluation rubric~~
- ~~x.~~ ~~A programmatic change to the model of the school necessitates additional certified staff to be on site.~~

m.i. **Calendar/Grading Time**

Medford Online Academy follows a hexter format of six (6) terms per academic year. Should school administration wish to change the format of terms from hexters to another format, they will either follow the format of other secondary schools in the District (i.e. semesters) or engage in a collaborative process with staff to determine a new academic term schedule for the school.

The total grading time for preparing hexter grades and mid-hexter grades through the academic year (school year) shall equal the same number of minutes as other elementary schools (K-5) or secondary schools (6-12) in the District. Since there are six (6) grading periods at Medford Online Academy instead of four (4) at other secondary schools this may mean that the grading time will not be a full workday in length and staff may have other responsibilities during those days (i.e. professional development, care and connect, etc.).

2. Ruch ~~Elementary~~ Outdoor Community School

Ruch ~~Elementary~~ Outdoor Community School maintains a four-day instructional week. Notwithstanding the provisions of Article IX and XII, the District may adjust work hours for Association bargaining unit members at Ruch ~~Elementary~~ Outdoor Community School to ensure that their total assigned instructional time, prep time and on-site time is the same as that of teachers at other Medford elementary and middle schools. Should unintended consequences arise from this adjustment, the District and the Association will encourage collaborative problem solving to ensure a strong and welcoming academic environment at Ruch ~~Elementary~~ Outdoor Community School while protecting the integrity of the current Contract between the District and the Association.

3. Innovation Academy: As the Innovation Academy exists to support students in a learning environment which looks different from other high schools in the District, the following provisions provide flexibility to staff working at Innovation Academy while serving students through Project Based Learning (PBL). Teachers will be working in teams to provide instruction to students in a variety of methods including facilitated teacher-led sessions, independent work time for students, and teachers serving as coaches to be available as students have questions. PBL will occur in hour (2) hour and ten (10) minute segments of time daily, one in the morning and one in the afternoon.

a. Preparation Time

Teachers will have a daily prep of sixty (60) minutes with additional team time (thirty (30) minutes per day) four (4) days a week.

b. Project-Based Learning (PBL) Professional Development (PD) Meetings

In addition to staff meetings outlined in the contract, the parties agree to an additional half hour (0.5) training centered on Project-Based Learning. Those trainings will be built into the schedule and will occur one day a week during unassigned time in the morning weekly.

c. Modified Schedule

Innovation Academy may have up to nine (9) exception days that could affect prep time during the year for the following: final exams, senior boards, PSAT. The parties agree to add one additional type of exception for project exhibition during a modified schedule in lieu of final exams.

d. Grading Days

Innovation Academy operates on the Hexter Schedule, teachers will have at least the equivalent of non-student contact time for grading as do secondary teachers operating on a semester/term schedule. The schedule for those days will be provided to staff in advance of the end of the term.

4. Kids Unlimited Academy (KUA) Charter School:

The Medford School District provides Special Education services and may also provide additional staff funded under Federal Programs to KUA. As such, KUA operates on a year-round school calendar. While the working days may be different, the calendar for certified staff assigned to KUA will contain the same number of working days and holidays as the calendars for other certified staff in similar positions. Pay for these employees will be divided into twelve (12) equal monthly installments per Article 11 Basic Compensation. Annual pay will be payable August through July. A bargaining unit member who completes their contract providing services at KUA Charter School will receive insurance for the duration of that school year like other bargaining unit members. Bargaining unit members who work with KUA Charter School and then accept a position in MSD at a non-charter school will not receive an August paycheck at the start of the new school year.

5. LOGOS Charter School:

The parties recognize that the educational needs for Special Education students who attend the LOGOS Charter School is different as they utilize a hybrid model of virtual and limited on-site attendance. One (1) dedicated seven (7) hour Special Educational Assistant I will be provided to support all special education students at LOGOS Charter School.

6. Juvenile Detention

~~Each bargaining unit staff shall have one full time aide. For each day this staffing is not maintained they shall be paid three and three quarters (3.75) hours of compensatory time.~~